Network Administrator
Annual Salary: $59,594 – $89,391 Plus Excellent Benefit Package
Closes November 4, 2011

The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to Metro Phoenix and the Central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the AgriTech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and local charter schools, a City park and local retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Department

The primary objective of the Information Technology division is to coordinate the use of information technology across the various departments and agencies of Maricopa city government to ensure that accurate and timely information is provided to citizens, elected officials, management and staff.

The Information Technology division plays an integral role in managed city growth, focusing on the establishment of efficient system architectures that enhance productivity.

Information Technology is a division of the Financial and Administrative Department.

Implementation and Integration –project management for system development, implementation, and integration with the existing city infrastructure.

The Position

In conjunction with IT staff, provide network support for the Wide Area Network (WAN), Local Area Network (LAN) and related peripheral equipment and operating systems.

Manage Active Directory network structure, Exchange Server, and enterprise application software. Add and maintain users, assigning application access while supporting user permission rights and maintaining configurations.

Install and maintain network hardware and related equipment such as cabling, servers, printers, and communications equipment; troubleshoot and service equipment.

Install Network software and applications; maintain network operations including Internet connections; virus signatures; communication and data applications, and perform data back-ups/restorations.
Identify and resolve hardware, software, and connectivity failures and malfunctions.

Monitor network system performance, alarms, capacity levels, traffic, and other operations attributes; reviews logs, reports, and records which provide information on system operation; Ensures systems are operating effectively.

Identify and research operational problems and security issues; implement corrective actions and system changes as needed; reboot system as needed; maintain and rotate nightly backup tapes; Ensure security and integrity of the system.

Please see job description for complete list of duties.

The Ideal Candidate

The ideal candidate will have:

3 to 5 years experience with LAN/WAN systems (Cisco or HP firewall, router, and switch technologies), network security, and Microsoft server products, OR 2 years experience plus a Bachelor's Degree in Computer Science, Quantitative Systems, or a related field from an accredited college or university.

Knowledge of LAN/WAN systems, network security, SAN, and clustering technologies, Cisco/HP firewall, VPN, router, and switch technologies Microsoft Active Directory, IIS, Microsoft Exchange Server 2003, and Windows Server 2003, Windows XP operating systems, Office 2003, Outlook 2003, Norton Anti-Virus, Anti-Spam, IDS, and network security tools, Data backup and recovery systems, network printing concepts, application server deployment, Ethernet, frame relay, TCP/IP, DHCP, DNS, SNMP protocols, Current industry trends, principles, and best practices in LAN/WAN network

Please view job description for complete list of requirements

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. All City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

Application Procedure: Candidates may apply by e-mail by sending the following information to hr@maricopa-az.gov:
• Resume detailing work and school history for the past seven years
• Cover Letter
• Three (work related references)
• Salary History

Filing Information: This recruitment will close at 5:00 p.m. on the deadline date. Candidates must submit a resume. The preferred method of application is the application procedure above. If you are unable to apply using this procedure, applications may be downloaded from the City's website. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities. It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

Performance Aptitudes

Physical Ability: Applicants must be free from conditions that would preclude satisfactory performance of the essential functions of the job applied for. Subsequent to a job offer, the City of Maricopa requires a pre-employment drug test and background check. Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service. (Does not apply to part-time or temporary positions.)

Sick Leave: Full time positions accrue 96 hours of sick leave/year. (Does not apply to part-time or temporary positions.)

Holidays: Full time positions (minimum 40 hours per week) and authorized part time positions (minimum 30 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include President's Day, Martin Luther King Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Independence Day, Memorial Day, Labor Day, and Veteran's Day. (Does not apply to less than 30 hours per week part-time positions or temporary positions.)

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.
Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions. (Does not apply to part-time or temporary positions.)

Retirement: Retirement Benefits for full time positions OR part-time working 20 hours or more per week.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."